

JOB OPPORTUNITY

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Office Technician (P/FT)
Salary Range: \$2,258 - \$2,745

DATE: August 8, 2000

LOCATION: Division of Tourism

FILING DEADLINE: August 25, 2000 or until filled

JOB DUTIES:

- Maintain and update the Tourism database: input data and notes; generate labels and mailing lists; verify addresses of returned mail; review for duplicates, and format.
- Provide visitor information, back-up phone coverage, and assistance at reception desk. Read, screen, and route incoming communications including mail, invoices, and faxes.
- Provide backup clerical support staff to project managers and their assistants including: typing letters and documents, proofing correspondence, preparing press releases, etc.
- Incumbent also provides backup and fills in for other clerical staff as needed: copying, filing, assisting with mass mailings; scheduling appointments and making meeting and travel arrangements, including occasional preparation and review of travel expense claims; maintaining supply cabinet, hall storeroom, resource file drawers, and other public areas.
- Other duties as required.

Must type at least 40 WPM. Applications must be accompanied by a typing certificate.

DESIRABLE QUALIFICATIONS:

- Strong word-processing and computer skills using Microsoft Word, Excel, and Outlook;
- Knowledge of California geography (i.e., location of cities, counties, and tourist sites);
- Ability to communicate clearly and accurately over the phone;
- Excellent spelling, handwriting, grammar, and punctuation;
- Knowledge of modern office and State administrative methods and procedures;
- Ability to plan, organize, and complete projects and assignments accurately and in a timely fashion; and
- Flexible, neat, tactful, and customer-service oriented.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Applications will be screened and only the most qualified applicants will be interviewed.

Contact: Dana Ross

Phone: (916) 322-2881 Fax: (916) 322-3402

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency

Division of Tourism

801 K Street, Suite 1600

Sacramento, CA 95814

Attention: Dana Ross

RPA #00-213